

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** column headed "Year ending 31 March 2024" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered in figures.

Name of smaller authority: Reed Parish Council

County area (local councils and parish meetings only): North Hertfordshire

Financial year ending 31 March 2024

Prepared by (Name and Role): Catharine Toms - Clerk/RFO

Date: 24/04/2024

	£	£
Balance per bank statements as at 31/3/24:		
[add more accounts if necessary]	account 1	28,542.35
	account 2	
	account 3	
	account 4	
	account 5	
	account 6	
	account 7	
	account 8	
		28,542.35
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/24 (enter these as negative numbers)		
[add more lines if necessary]	item 1	-84.00
	item 2	
	item 3	
	item 4	
	item 5	
	item 6	
	item 7	
	item 8	
		-84.00
Add: any un-banked cash as at 31/3/xx		
		0.00
Net balances as at 31/3/24 (Box 8)		28,458.35